



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VOC REHAB COUNSELOR

Job Number: 20001045

Job Code: 47250V000101

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Determines eligibility for persons for vocational rehabilitation services and provides vocational rehabilitation services to persons with disabilities seeking gainful employment; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a master's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education with emphasis in vocational counseling or a related field.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

EDUCATION & EXPERIENCE: A bachelor's degree in one of the above areas plus two years of professional experience in vocational rehabilitation, vocational assessment, employer relations or rehabilitation technology will substitute for the required master's degree.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, organizes, initiates and communicates with all customers. Collects and evaluates medical, physiological psychiatric, vocational and other reports. Determines whether or not a disability constitutes a substantial impediment to employment. Assess individual readiness for employment. Assesses needs for rehabilitation technology. Monitors caseload budgets. Determines whether or not the applicant can benefit from vocational rehabilitation services in terms of an employment outcome. Determines whether or not the individual needs vocational rehabilitation services in order to prepare for, enter into, engage in, or retain gainful employment. Determines an appropriate placement in the Order of Selection, as applicable. Develops individual employment plans including vocational assessment, training, technical aids and devices, transportation and other necessary vocational rehabilitation services. Assures job placement consistent with the unique strengths, resources, priorities, concerns, abilities and capabilities of the eligible individual.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*